



# ST. MARK'S CHURCH

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EPISCOPAL-ANGLICAN

## **2021 Guidance for Vestry Liaisons to St. Mark's Standing and Other Committees**

### **Role of Vestry Member Liaison**

The ability of the Vestry to provide the requisite oversight of the various committees and ministries of St. Mark's is crucial to the functioning of the Church. Just as important, however, is understanding the Vestry Liaison's precise role. The Vestry Member Liaison's responsibilities are as follows:

1. be a resource for the committee to respond to committee questions as to St. Mark's policies and procedures;
2. be the spokesperson for the committee at Vestry meetings; and
3. provide guidance to the assigned committee as necessary.

It may be necessary at the beginning of each Church year for the Vestry Liaison to assist a committee to select a Committee Chair, Committee Co-Chairs, or in certain cases, Committee Governing Subcommittee.

### **Function of Vestry Member Liaison**

Prior to each Vestry meeting, the Vestry Member Liaison is to contact the Committee Chair, Committee Co-Chairs, or Committee Governing Subcommittee to ascertain:

1. the Committee's activities over the previous month;
2. the Committee's plans for any events, programs, or on-going responsibilities; and
3. the Committee's expenditure of any funds.

The Liaison will report this information to the Vestry at the regularly scheduled Vestry meeting.

Under normal circumstances, the Vestry Liaison is not to act or to function as the head or chair of his or her assigned committee. In the current pandemic environment this recognized as a goal that may need to be worked toward, rather than realizable at this time.

The Liaison is free and is encouraged to be an active participant of his or her assigned committee. The expectation is that the Liaison will attend at least one of the assigned committee's meetings every quarter.

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